



## Md. Jahidul Islam

67 Lake Circus Kalabagan, West Panthapath  
Flat # 13/D, Dhaka - 1205, Bangladesh

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### ▪ Career Summary

I have been working as Accounts and Finance personnel for about Eight years now. During my employment period, I got experienced to work with different segments in Accounts and Finance department like Accounts Receivable, Accounts Payable, Import L/C Processing, Office Petty Cash management, Banking responsibilities, Project bill maintain, Project cash disbursement, various Accounts reports by using MS Excel format. I am also familiar in working with SAP Business one accounting module, ORACLE ERP Accounting software, Version: 11i and Microsoft Dynamics AX 2012 to record company's accounting transactions.

### ▪ Key Strength

I have excellent ability to handle complicated situations and overcome challenges through quick learning new things and implement those to the workplace. I consider myself as an honest, hardworking, self-motivated, highly adaptable, career oriented, punctual, enthusiastic, committed to service and team player.

### ▪ Work Experience

- Senior Officer - Accounts  
First Dhaka Elevated Expressway (FDEE) Co. Ltd.  
FDEE Central Control Building (CCB), Kuril, Dhaka - 1229, Bangladesh  
Duration: January 01, 2020 and continuing.
- Major Responsibilities:
  - Process and Execute all Supplier payments against Inbound Invoices.
  - Prepare TAX calculation against supplier Invoice amount as per Income TAX Act: 2023.
  - Execute all TAX payments through the NBR website against Supplier Invoice Payment to issue and receive individual supplier's A-Challan copy online from the NBR website.
  - Validate the Invoices (i.e. checking accuracy, supporting documents with approval), filing original documents received from various suppliers, manage Accounts Payable (AP) and maintain AP aging as per the company policy.
  - Execute online payment to supplier using Bank payment portal (BEFTN/RTGS).
  - Maintain Supplier due payment schedule for timely execution of payment.
  - Assist the Accounts Managers and external auditor in Company Audit for every quarterly and yearly basis.
  - Compare GL report with the actual suppliers due and prepare payment schedule report for the Senior Managers.
  - Assist Accounts Manager to prepare and finalize the Company's Interim Payment calculation for the Senior Landers and Contractors on every monthly basis.
  - Process and execute of company Import Letter of Credit (L/C) proceedings and maintain the relevant documents such as Commercial Invoice, Packing List, Bill of Lading, Certificate of origin, Warranty Certificates etc.

- Communication with bank regarding any L/C discrepancy issue and to solve them by providing necessary documents and explanation.
  - Prepare L/C payment schedule depending on L/C payment terms & conditions by the supplier.
  - Reconcile bank statements, accounts payable and receivable balances on monthly basis and make input in the SAP system.
  - Assist TAX consultant on documentation of monthly and yearly Company Corporate TAX return submission.
  - Assist superior to prepare Yearly statement of employee tax payment as per Income Tax Act: 2023.
  - Draft official letters on behalf of the department.
  - Reports to Accounts Manager and other tasks required.
- Accountant Receivable - Finance  
SAED International for Istigdam - Bangladesh Liaison Office  
Sheltech Crystal, Flat # 3/A, House # 23, Gareeb-E-Newaz Avenue, Uttara, Dhaka - 1230, Bangladesh.  
Duration: July 17, 2017 to April 12, 2018.
- **Major Responsibilities:**
    - Prepare payroll Invoices for about 230 B2B Clients on monthly basis.
    - Calculate all the Clients' worker payroll to deploy the workers monthly salary based on the timesheet provided by the clients.
    - Ensure all relevant entries for payroll Invoices through Microsoft Dynamics AX 2012 Accounting software and generate Invoice for the clients and forward to every respective client.
    - Record & Issue on Account Invoices on time when required.
    - Ensure all bank transactions are recorded into the system on daily basis.
    - Ensure bank reconciliation based on all receives on weekly basis.
    - Ensure settlement of all receives with the Invoices which billed to customer for monthly payroll and other purpose.
    - Prepare receivable aging report and reconcile with Clients for unrecognized dues on regular basis.
    - Ensure Clients payments against Invoice submitted every month on schedule.
    - Ensure that payment terms related to each client are adhered to.
    - Regularly reconcile with Clients about inbound and outbound workers, Visa fee cost, work permit renewal cost, other employee benefits etc.
    - Record all adjustment entries related to every project in Microsoft Dynamic AX.
    - Make sure that all costs related to projects are recorded properly and on timely basis.
    - Issue all bills related to all clients accurately and timely.
    - Escalates appropriately all overdue receivables.
    - Prepare all receivables reports with analysis and suggest for the way forward.
    - Ensures that all bills are verified and posted within time every month in the system.
    - Any other assigned responsibilities by line supervisor and Head Office Finance team.
- Jr. Accountant - Finance and Accounts  
OrasInvest Bangladesh Ltd.  
Ambon Complex (4<sup>th</sup> Floor), 99 Mohakhali C/A, Dhaka - 1212, Bangladesh.  
Duration: August 10, 2014 to May 31, 2017.
- **Major Responsibilities:**
    - Prepare Bills/Invoices and submit to respective vendors.
    - Prepare Bill/Invoice submission report with all the calculations required.
    - Ensure payment collection from vendors against receivable claims.
    - Regular communication with respective vendors and prepare the receivable reconciliation for the company to take necessary action to claim outstanding bills.

- Collection status updating, Maintain receivable Payment Schedule for periodic claims.
  - Update various reports for payment collection, dues outstanding and projected duration for collection of outstanding bills.
  - Input all the receivable data including required calculation by using MS Excel worksheet.
  - Maintain and update Accrued cost, Accrued adjustment, Receivable Reconciliation and also cross checking with project bills regularly.
  - Input all receivables and project costing data by using ERP module (Oracle E-business Suit).
  - Maintain advance received from customer & adjustment with invoice in Oracle AR module.
  - Preparation of Bank Reconciliation statements and take corrective actions and initiate adjustments in accounts where necessary.
  - Project Bill receives & checks regularly and prepares Invoice entry in Oracle AP module.
  - Coordinating and facilitating audit activities to ensure smooth conduct of audit by internal auditor.
  - Mail correspondence to all superiors in the Finance & Accounting Department as well as other departments when necessary.
  - Any other assigned duties provided by the superior.
- Officer - Operation  
VFS Global Bangladesh Pvt. Ltd.  
Delta Life Tower (4<sup>th</sup>Floor), Plot # 37, Road # 90  
North Avenue, Gulshan - 2, Dhaka - 1212, Bangladesh.  
Duration: August 05, 2012 to April 04, 2013.
- **Major Responsibilities:**
    - Assist clients with providing them with the necessary information.
    - Providing customer support through phone calls.
    - Verify the papers of applicants who have come to VFS for visa application submission.
    - Filing the documents maintaining the sequence provided by embassy requirement and handover those documents to the embassy.
    - Prepare separate Accounts report of visa application submission fees both for Embassy and VFS.
    - Prepare daily applicant count report for Embassy and VFS team.
    - Any other tasks assigned by the manager when needed.

#### ■ Training

- Attending training on Accounting Management System by using QuickBooks Online accounting software and Xero accounting software from CoderTrust Bangladesh.
- Certified training on 'Advanced Customer Service' program from VFS Global Group conducted in Dhaka, Bangladesh.
- 3 months Internship in General Banking Division at Jamuna Bank Limited.

#### ■ Academic Qualifications

- Master of Business Administration (**M.B.A.**), (Major in Finance), East West University (EWU), 2012. (CGPA: 2.65 out of 4.00)
- Bachelor of Business Administration (**B.B.A.**), (Major in Accounting & Finance), American International University Bangladesh (AIUB), 2009. (CGPA: 2.76 out of 4.00)
- Higher Secondary Certificate (**H.S.C.**), Business Studies, Ideal College, 2003. (GPA: 3.50 out of 5.00)
- Secondary School Certificate (**S.S.C.**), Business Studies, Narinda Govt. High School, 2001. (GPA: 3.88 out of 5.00)

#### Computer Literacy

- Sound knowledge in Windows Operating System.
- Hands on experience on SAP Business One accounting module.
- Hands on experience on Microsoft Dynamics AX 2012 accounting software.
- Hands-on experience on Oracle ERP E-business software, Version: 11i Accounting software.
- Sound knowledge in Microsoft Office Software such as MS Word, MS Excel, MS PowerPoint.
- Microsoft Office Outlook Mail Management & Net Surfing.

#### Other Certification

- I have done a certification on Certification of Proficiency in Information System Management (CPISM) from APTECH Computer Education.

#### Personal Information

- **Father's Name** : Late Md. Nazrul Islam
- **Mother's Name** : Mst. Parven Islam
- **Mailing/ Permanent Address** : 67 Lake Circus Kalabagan, West Panthapath  
Flat # 13/D, Dhaka – 1205, Bangladesh.
- **Blood Group** : B+ve
- **Marital Status** : Widowed
- **Date of Birth** : July 14, 1985
- **Religion** : Muslim
- **Nationality** : Bangladeshi
- **National ID No.** : 597 383 0754

#### Reference

Reference-1	Reference-2	Reference-3
ATM Salekuzzaman	Chowdhury Md. Shifuddin Imran	Md. Rezaul Islam
Accounting Manager - Accounts & Finance	Head of Accounts & Finance	Manager - Agent Banking
First Dhaka Elevated Expressway (FDEE) Co. Ltd.	OrasInvest Bangladesh Ltd.	Eastern Bank Ltd.
FDEE Central Control Building (CCB), Kuril, Dhaka - 1229, Bangladesh	Ambon Complex (4 <sup>th</sup> Floor), 99 Mohakhali C/A, Dhaka - 1212, Bangladesh	Sabera Tower (5 <sup>th</sup> Floor), House # 42, Road # 52, Gulshan North C/A, Gulshan - 2, Dhaka - 1212, Bangladesh
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I, **Md. Jahidul Islam**, hereby declare that the information provided in this CV is accurate to the best of my knowledge and correctly describe experiences as well as myself.



Signature